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**Personnel**

**MILITARY TRAINING**

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OPR: HQ USAF/DPPE (Maj Kelly A. Carter)

Certified by: HQ USAF/DPP  
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1. Trained people are a critical resource with which organizations accomplish their Air Force missions. This directive establishes policies for conducting military training and ensures training requirements are determined, organizational needs are met, military training programs are formed using a process ensuring standardization, and devices essential for training are available.
2. The Air Force will:
  - 2.1. Establish military training programs that satisfy mission-generated training requirements using the most efficient method possible.
  - 2.2. Provide resources necessary to conduct the required military training programs.
  - 2.3. Develop training programs using the Instructional System Development process (AFMAN 36-2234, *Instruction Systems Development*, and AFH 36-2235, volumes 1 through 11, *Information for Designers of Instructional Systems* [formerly AFRs 50-2 and 50-8, AFP 50-58, and AFM 50-68]).
  - 2.4. Develop, fund, acquire, and maintain training devices based on a training requirements analysis and documented in a system training plan (AFP 36-2211, *Management of Air Force Training Systems* [formerly AFR 50-11]).
3. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for military training policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.
  - 3.1. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of military training programs.
  - 3.2. Headquarters US Air Force Deputy Chiefs of Staff and Assistant Chiefs of Staff oversee the management of and policies for functional training, training devices, and system training plans (as

appropriate). They appoint career field managers to ensure development, implementation, and maintenance of Career Field Education and Training Plans for Air Force specialties.

3.3. Major commands (MAJCOM), field operating agencies, and direct reporting units identify military training and resource requirements, establish supplementary training programs, execute their programs to comply with these policies, and report unit cost and student production data for all training programs (RCS: HAF-DPP(A)7107, *Military and Technical Training Program and Status Report*).

3.4. Air Education and Training Command acts as the Air Force's primary focal point for training technology, training development, and formal training programs.

3.5. Commanders at all levels identify training requirements. They determine the priorities for training requirements at their level and systematically address shortfalls in resources to support those requirements.

**4.** The terms used in this policy are explained as follows:

4.1. **Career Field Education and Training Plans** provide a life-cycle (cradle-to-grave) training management tool that identifies career path education and training requirements and core tasks for each skill level or duty position for Air Force specialties.

4.2. **Instructional System Development** is a systematic process that guides the development, implementation, management, and evaluation of training programs (specific definition is found in AFM 11-1).

4.3. **Military Training Programs** are those formal and informal courses or other methods of instruction that provide military personnel with the knowledge and skills required to perform duty position and additional duty tasks.

4.4. **Qualified Individuals** are those individuals who have been certified in all tasks required in their assigned duty position as defined in the Career Field Education and Training Plan and supplemented, as appropriate.

**5.** This policy directive implements Department of Defense (DoD) Directive 1322.18, *Military Training*, January 9, 1987; DoD Instruction 1322.20, *Development and Management of Interactive Courseware (ICW) for Military Training*, March 14, 1991; and DoD Directive 1430.13, *Training Simulators and Devices*, August 22, 1986.

**6.** This policy directive interfaces with AFD 10-2, *Readiness*, and with AFI 36-series instructions.

**7.** See **Attachment 1** for measures used to comply with this policy.

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DCS/Personnel

## Attachment 1

### MEASURING COMPLIANCE WITH POLICY

**A1.1. Military Training Programs and Mission Requirements.** The policy to provide qualified individuals in support of mission requirements will be measured by comparing qualified military personnel versus position task requirements **Figure A1.1**. Measurements will be reported by MAJCOM semiannually (not later than 15 October and 15 April each year), to include rationale. A standard of 65 percent is set for military personnel being qualified in the position they hold. The desired trend is to exceed 65 percent. Reporting will continue during emergency conditions using emergency status code C-3, delayed. Continue reporting during **MINIMIZE**. MAJCOMs will provide measurement data to HQ USAF/DPPE via RCS: HAF-DPP(SA)9361, *Percent of Qualified Personnel Versus Position Requirements*.

**Figure A1.1. Sample Metric of % Qualified Enlisted Personnel vs. Position Requirements.**

